



SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY

Announces an Employment Opportunity for ACCOUNTING TECHNICIAN

\$2,817 - \$3,643 MONTHLY

(2.5% Increase Effective October 1, 2005)

Includes 7% employer contribution to PERS Retirement

FINAL FILING DATE: September 30, 2005 by 5:00 p.m. (postmarks not accepted)

THE COURTS

The Superior Court of the State of California, County of Monterey is a State trial court which hears civil, criminal, family, juvenile, probate, mental health, small claims, and traffic matters and serves all of Monterey County. The Court has divisions in Salinas, Monterey, Marina and King City. Incumbents may be assigned to any Court location.

SIGNIFICANT DUTIES

The Superior Court of California, County of Monterey has a career opportunity in its Finance Division. This lead worker level technical position is a member of the Court's fiscal team and performs basic accounting and moderately complex bookkeeping tasks such as:

- Research, analyze and evaluate financial and statistical data;
- Explain policies and procedures to colleagues and customers;
- Train other employees;
- Post financial and statistical information; review source documents;
- Prepare financial reports;
- Examine, reconcile and adjust accounting records; identify and resolve problems and make corrective entries;
- Assist in the preparation and processing of payroll using an automated payroll system;
- Perform daily cash balancing and reconcile differences; prepare bank deposits.

MINIMUM QUALIFICATIONS

Any combination of experience, education, and/or training which substantially provided the following:

Working knowledge of: **Generally** accepted accounting principles and practices; **Methods**, practices and terminology used in financial and statistical clerical work; **Intermediate** mathematics in order to adjust fiscal and/or statistical data; **Financial** internal controls, including accepted cash handling procedures; **Payroll** processing practices and procedures using an automated payroll system; **Personal** computer applications for spreadsheet, word processing, and database management; **General** office practices and procedures.

Skill/Ability to: **Maintain** financial record keeping systems and reconcile differences in financial records; **Perform** mathematical computations quickly and accurately; **Understand** relationships among accounting records and documents; **Understand** and apply the principles, laws and procedures related to financial transactions; **Read** and write clearly and effectively; **Review**, post, adjust and summarize fiscal transactions or statistical data; **Understand** and perform complex oral and written policies and procedures; **Work** with a minimum of supervision; **Perform** a variety of tasks simultaneously with multiple, critical or changing

priorities; **Establish** and maintain effective working relationships; **Operate** standard office equipment, including 10-key calculator and personal computer.

Examples of Experience, Education or Training: Two years of experience performing duties equivalent to a Senior Account Clerk that included working with automated accounting systems.

Special Qualifications: Possession of a valid California class C driver license or incumbent must be able to provide suitable transportation to alternate worksites.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to: bend, stoop and reach in order to retrieve files; use a step stool to reach files and supplies of forms stored up to eight feet high; pull files from long, narrow filing units with a four foot space between units; lift and carry items up to 20 pounds.

BACKGROUND INVESTIGATION

Convictions, depending upon the type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

SUPPLEMENTAL QUESTIONS

1. Describe your experience, education and/or training that demonstrates your knowledge of the principles and practices of accounting, including governmental accounting.
2. Describe your understanding of the segregation of duties in a financial environment.
3. List three internal controls you would implement for processing cash transactions.
4. Describe your experience, education and/or training that demonstrates your knowledge of timekeeping, payroll processing and reconciling payroll records.

REQUIRED MATERIALS

A completed Court Application form; and responses to the Supplemental Questions. Resumes will be accepted in addition to, but not in lieu of the required application. For more information or to receive application materials, see our web site at: www.monterey.courts.ca.gov OR call (831) 775-5400, ext. 3007. Please submit completed application materials to:

**Superior Court of California, County of Monterey, Attn: Human Resources Office
240 Church St., Suite 318, Salinas, CA 93901**

SELECTION PROCESS

- Applicants must complete and file the required application materials.
- Applicants may be given a written examination on the principles and practices of accounting.
- Applicants who appear to best meet the qualifications of the position and who pass the initial testing process may be invited for a final selection interview.
- The process is tentative; should a change be made, applicants will be notified.

SUMMARY OF BENEFITS

Retirement: Public Employees' Retirement System (P.E.R.S.) 2% @ 55 (100% paid by the Court)

Holidays: 13 days per year

Vacation: Accrues at the rate of 3.7 hours per pay period. The accrual rate increases after 3, 10, 15, 20 and 25 years of service.

Sick Leave: Provides salary continuation for absence due to illness and is earned at the rate of 3.08 hours per pay period.

Medical, Dental & Vision Care: Flexible Spending Account: available benefits – medical/dental/vision, prescription drugs and dependent coverage.

Life Insurance: \$10,000 life insurance policy.

Deferred Compensation: A deferred compensation program is available.

SPECIAL NOTES

- If you are hired into this classification in a permanent position, as a condition of your employment, you will have 30 days to join the union and authorize a union dues deduction or salary deduction of appropriate fees.
- If you believe you possess any disability that would require test accommodation, please call (831) 775-5400, ext. 3007.
- The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.

The above information is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices or MOU prevail over this listing.

The Superior Court of California, County of Monterey is an Equal Opportunity Employer